

# Baltimore County Public Schools



## FY2005 Comprehensive Maintenance Plan

The complete *FY2005 Comprehensive Maintenance Plan* document is available on the Baltimore County Public Schools website at <http://www.bcps.org>

# State of Maryland's Public School Construction Program (PSCP)

## Section 8 – Administrative Procedures Guide: Maintenance of School Facilities

- Maintenance is defined as those activities concerned with keeping the grounds, buildings, and fixed equipment in their original condition of completeness or efficiency, either through repairs or by replacement during the life expectancy of the building.

# State of Maryland's Public School Construction Program (PSCP)

Section 8 – Administrative Procedures Guide:  
Maintenance of School Facilities (cont'd)

- Maintenance may be performed by maintenance staff, custodial staff, or contracted personnel.
- Maintenance of machinery and automated maintenance management systems are included in the maintenance program.

# Comprehensive Maintenance Plan

## PSCP Requirements

- Each Local Education Agency (LEA) will develop a Comprehensive Maintenance Plan (CMP).
- Describe strategies for maintaining public school facilities.
- CMP will be approved annually by the local Board of Education.

# Comprehensive Maintenance Plan

## PSCP Requirements (cont'd)

- The local government will appropriate, as part of its annual operating and/or capital budget, funds to implement the CMP.

# Comprehensive Maintenance Plan

## Purpose of the CMP

- Represents the LEA's program of maintenance, which supports the delivery of the educational programs in safe and healthy environments.

# Comprehensive Maintenance Plan

Purpose of the CMP (cont'd)

- The objectives of the maintenance program are to:
  1. Maintain a positive learning environment
  2. Maintain the asset value of the property
  3. Eliminate or reduce the number and scope of safety hazards
  4. Provide buildings that function at top efficiency
  5. Provide continuous use of facilities without disruptions
  6. Conserve energy

# Comprehensive Maintenance Plan

## Components of the CMP

- Personnel Organization Section describes the organizational units that form the Office of Maintenance.
  1. Staffing, activities, roles and responsibilities
  2. Organizational Chart
  3. Alignment of responsibilities that fall outside the Office of Maintenance with other offices (i.e., Operations, Engineering, etc.)



# Comprehensive Maintenance Plan

Components of the CMP (cont'd)

- Outline of Maintenance Categories
  1. Scheduled Maintenance
  2. Unscheduled Maintenance
  3. Deferred Maintenance

# Comprehensive Maintenance Plan

## Summary:

- Preface
- Mission Statement
- Objectives
- Maintenance Categories
- Department of Physical Facilities – Organizational Data
- Office of Comprehensive Maintenance and Construction
- Office of Engineering and Construction
- Office of Operations
- Office of Grounds
- Office of Safety and Security
- Office of Budget and Accounting

# Comprehensive Maintenance Plan

## Appendices:

- Reference Guide for Services
- Organizational Charts
- Use of Facilities Handbook
- Critical Response and School Emergency Safety Management Guidelines
- Preventive Maintenance Schedules
- Department of Physical Facilities Project Status Report
- Integrated Pest Management Program
- State of Maryland Written Hazard Communication Program Guidelines